

COMPLETE AND SUBMIT THESE FORMS

_____(1 original) DD Form 1842

_____(1 original) DD Form 1844. **When completing this form, please list the items by their numerical order on the shipping inventory and highlight the inventory number.**

_____(1 carbon copy) DD Form 1840/1840R or Form 1850/1851 (Notice of Loss or Damage)

_____Government Bill Of Lading (GBL) (If the DLI Transportation Office arranged your delivery, the GBL may be picked up at Bldg 517, Presidio/Monterey). A GBL is **not** required for "LOCAL MOVES" or "OUT OF STORAGE" deliveries. **WEIGHT OF SHIPMENT MUST BE LISTED ON THE GBL TO INCLUDE GROSS, TARE, AND NET.** IF BLANK, HAVE TRANSPORTATION PERSONNEL COMPLETE THE GBL.

_____Origin packing inventory list (the inventory prepared at packing/pick-up).

_____(1 copy) PCS or ETS orders with amendment(s). Not required for "LOCAL MOVES" or "OUT OF STORAGE" deliveries unless related to a PCS or ETS move.

_____Missing Item Statement. If you have missing items under unusual circumstances, e.g., item(s) not listed on inventory or item(s) pilfered from a box rather than the entire box missing, to be considered for payment, you must provide a written statement on a separate piece of paper explaining the circumstances of packing/ownership. **Please sign and date the statement.**

_____Written Estimates **If an Inspector/Repairman sent by the carrier agent visited your home to view your damaged items, you should contact this office before proceeding.**

TO REPAIR an individual item if the repair cost exceeds \$100.00, one estimate of repair is required. It must be specific listing the repairs to be made, and the name/address/phone number of the repair firm. **PLEASE REVIEW PAGE ON "REPAIR ESTIMATE REQUIREMENTS/REPAIR SHOPS"**

IF THE repair is for a torn area on a sofa, loveseat, overstuffed chair, mattress, box spring, couch/chair pillow, etc, a photo is required showing the torn area.

ELECTRONIC/MECHANICAL ITEMS that are inoperable only: An estimate of repair (regardless of cost) is required. An indication any damage was due to rough handling is not sufficient. The estimate must describe the damage. If applicable, the repairperson should answer the following (we have a pre-printed questionnaire for your convenience):

Are there loose components in the set? Can loose parts be heard? Was there a cracked circuit board? Did the solder points come loose or break due to rough handling? Were electronic parts misaligned due to improper handling or inadequate packing? How is this damage different from normal wear and tear?

TO REPLACE an individual item if the replacement cost exceeds \$100.00, one estimate of replacement is required and may be obtained from catalogs, PX, newspaper, or from a commercial firm. Any replacement estimate from a commercial firm must list the name/address/phone number of the firm.

FOR EXPENSIVE ITEMS, ORIGINAL PURCHASE RECEIPTS OR OTHER FORMS OF OWNERSHIP SHOULD BE SUBMITTED (credit card slips, appraisals, etc).

FOR OBJECTS OF ART AND ANTIQUES, THE CLAIM MUST INCLUDE EVIDENCE OF THE ITEM BEING AN OBJECT OF ART OR AN ANTIQUE TO BE CONSIDERED IN THAT CATEGORY.